

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, October 12, 2021
Lower Umpqua Library

LULD Board Members Present:

Dale Harris, Christine Thomas, and Gary Goorhuis (arrived at 6:16pm). Tara Adams, and Lee Bridge via Zoom.

Community Members:

Terry Moore. Colleen Eberlein and Ron Eberlein via Zoom

Staff Present:

Sue Cousineau. Elba England via Zoom.

Called to Order:

Dale Harris called the meeting to order at 6:04 pm.

Pledge of Allegiance: Dale Harris led the pledge.

Public Comments: none

Review of the Meeting Agenda: Sue Cousineau asked to have Resolution 2021-2022-19 and bid for a whole panel surge protector added to the agenda under New Business. **Motion** made by Christine Thomas to accept the agenda with the revisions. Seconded by Tara Adams. Unanimous approval. (Harris, Adams, Bridge, and Thomas voted in favor of the motion.)

Review of the Minutes of September 20, 2021 Board Meeting: Discussion. **Motion** made by Lee Bridge to accept the minutes of September 20, 2021 Board meeting as presented. Seconded by Christine Thomas. Unanimous approval. (Thomas, Harris, Bridge, and Adams voted in favor of the motion.)

- Executive Session meeting minutes for August 10, 2021-**Motion** made by Tara Adams to accept the minutes of August 10, 2021 Executive Session meeting as presented. Seconded by Christine Thomas. Unanimous approval. (Thomas, Harris, Bridge, and Adams voted in favor of the motion.)

Finances:

- The Actual vs Budget report for July 1, 2021 to October 8, 2021 was sent to the Board members for their review. Sue Cousineau stated that they are fairly on track at this time.
- Sue Cousineau stated that a bill has been received from the IRS to pay back the COVID-19 funds. The amount is \$2,653.29 and is due in November. She will try to get the amount reduced before paying it. There is also another bill in the amount of \$1,777.43 from Demco for revolving paperback spinners that will be paid from the Douglas County Library Foundation grant. **Motion** made by Christine Thomas to

approve the amount of \$2,653.29 payable to the IRS and \$1,777.43 payable to Vemco. Seconded by Gary Goorhuis. Unanimous approval. (Thomas, Harris, Goorhuis, Bridge, and Adams voted in favor of the motion.)

- Sue Cousineau presented 12 checks for \$11,658.89. A **Motion** was made by Gary Goorhuis to pay the bills in the amount of \$11,658.89. Seconded by Lee Bridge. Unanimous approval. (Thomas, Bridge, Goorhuis, Harris, and Adams voted in favor of the motion.)
- Checking account balance at Umpqua Bank as of 10/7/21 is \$113,290.05.
- Sue Cousineau stated that there was not a check written to the State of Oregon Employment Department for \$684.00 as approved last month. It was not needed. Discussion.

Library Report:

- Lee Bridge and Sue Cousineau met with Emily and Matt Wilson of the Oregon Coast School of Art in Gardiner. They are interested in putting up a Neighborhood Library at the school. Matt and the Boys Scouts will be building one of the Neighborhood Libraries. Emily is looking for a grant to improve the area where the Neighborhood Library will be placed. They agreed to be responsible for it. Discussion.
- A little interaction with Banned Books this week.
- Three Virtual Storytimes with crafts are available at the library.
- Sue Cousineau had written a grant for the Oregon Battle of the Books. Elementary books are on display at the library. There will also be a display of books for middle school students once they are received.
- Sue Cousineau mentioned that the Coastline Consortium had met last Thursday and she sent an email to follow up but hasn't received a response yet.
- Sue Cousineau attended a training course through SDAO called Bringing Positivity to the Workplace During Difficult Times.
- The statistics report has been redone by Max Bright to include additional data. Sue Cousineau briefly went over the report and pointed out that there are 1,382 registered patrons.

Action Items Follow Up and Report

a. Grants

- The G. Giles Hunt grant has been spent for the outlets and surge protectors.
- The Douglas County Library Foundation grant is being spent for light bulbs, collection development, and the spinners. There is now an additional \$5,000 unrestricted grant available. Sue Cousineau asked for any ideas for the use of these funds.
- There is \$1,000.00 available for the Neighborhood Libraries in the budget for these at this time. A resolution will have to be done to make more funds available. Lee Bridge should be ready to make the first library soon.

b. COVID-19 Requirements-There are now signs on the doors that say *NO MASK, NO ENTRY. Cover both mouth and nose.* Discussion.

- The meeting room is remaining closed at this time.

- c. **Unemployment: Reimbursing Account vs Tax Paying Account**-Sue Cousineau presented numbers showing what it has cost so far for this year for unemployment (Reimbursing Account) and what it would cost to pay the 2.6% of gross payroll (Tax Paying Account). Discussion. **Motion** made by Gary Goorhuis to change to a Tax Paying Account for unemployment to be effective in 2022. Seconded by Lee Bridge. Unanimous approval. (Thomas, Goorhuis, Harris, Bridge, and Adams voted in favor of the motion.)
- Sue Cousineau mentioned that Federal Unemployment is not paid by the library due to it being tax exempt.

New Business

- a. **Library Director/District Manager**-Sue Cousineau has sent out the job poster and position description for her position to all of the librarians in Oregon and asked them to post it. She also sent it to the State of Oregon Libraries job line, SDAO, posted it on the bulletin board at the library, posted on the website for LULD, and on FaceBook. She has contacted The World newspaper to see about placing a classified ad. She has also sent it to the Main Street job board for the City of Reedsport. Tara Adams asked if she had considered posting with it at universities where there is a Masters program in library science. Discussion. Tara will do research to find out which universities offer this Masters program in Oregon and Sue Cousineau will follow up with the posting.
- Dale Harris had sent an email to Sue Cousineau suggesting who might make up the Hiring Committee for this position. Email was shared with the Board members. Discussion. **Motion** made by Christine for the Hiring Committee to consist of 3 library support people and 2 Board members. Seconded by Gary Goorhuis. Unanimous approval. (Thomas, Goorhuis, Harris, Bridge, and Adams voted in favor of the motion.)
- b. **Resolution 2021-2022-19**-Sue Cousineau said that funds have been received from the ARPA grant but the current budget does not include expenditures for these funds so a resolution must be written to move \$9,000.00 from the Contingency Fund to Grants. Also funds to pay for the IRS to repay for the COVID-19 loan and unexpected fees for the elections process are not included in the budget. She would also like to make a resolution to cover those costs in the amount of \$4,000.00, moving the funds from the Contingency Fund to Accounting/Review/Legal. These resolutions will be presented at the next meeting. Discussion.
- c. **Bid for whole panel surge protector**-Elkhorn Electric has recommended that an electrical whole panel surge protector be put in place in the library. The estimate is \$675.00 and could be paid for from the Maintenance account. Discussion. It was decided to not make this purchase at this time. Dale Harris said that if the electrician had more information about this he could submit it to the Board for review.

Comments from Board Members-none

Next meeting: Monday, November 9, 2021 at 6:00pm

Meeting Adjournment: Dale Harris adjourned the meeting at 7:11pm.

Submitted by:

_____ Date: 10/25/2021
Elba England-Meeting Clerk

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____
Dale Harris-President